



State of Arizona  
Department of Education

HNS#4-2014

**MEMORANDUM**

**TO:** Sponsors of the National School Lunch Program and School Breakfast Programs

**FROM:** Mary Szafranski, Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services Division

**DATE:** March 24, 2014

**SUBJECT:** Community Eligibility Provision for School Year 2014-15

*Original Signed*

Arizona Department of Education would like to provide detailed process information for the Community Eligibility Provision (CEP), available to eligible LEAs beginning July 1, 2014.

To be eligible, LEAs and/or schools must: meet a minimum level (40%) of identified students for free meals in the year prior to implementing the CEP; agree to serve free lunches **and** breakfasts to all students; not collect free and reduced price applications from households in participating schools; and agree to cover with non-Federal funds any costs of providing free meals to all students above amounts provided in Federal assistance.

The *Identified Students* are students certified for free meals through means other than individual household applications; this primarily includes students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and the Food Distribution Program on Indian Reservations (FDPIR). It also includes homeless, runaway, Head Start, and migrant youth. It does not include students who are categorically eligible based on submission of a free and reduced price application.



For a detailed question and answer resource pertaining to the Community Eligibility Provision, please refer to USDA Memo, SP SP21-2014 found at <http://www.azed.gov/health-nutrition/memorandum/>

## **Timeline**

**April 1** – LEAs prepare by collecting student information for each school (see below) that will be used to determine *Identified Student* percentages (for the LEA, site, or groups of sites)

**April 15** – Using the *ADE Community Eligibility Provision Data Form*, LEAs submit the collected student information to ADE by April 15

**May 1** – ADE posts lists of eligible and near-eligible schools and LEAs on website

**June 30** – LEAs complete application to participate in Community Eligibility Provision (as part of the annual Site/Sponsor application process on CNP Web)

## **Preparing for Community Eligibility Provision**

LEAs interested in the Community Eligibility Provision (CEP) for school year 2014-2015, must collect the following *individual school level* information representative of **April 1, 2014** and send it to Arizona Department of Education (ADE) on the *ADE Community Eligibility Provision Data Form* by **April 15, 2014**:

- Total student enrollment count for each school (site) as of April 1, 2014
- Using Arizona Department of Education's (ADE) Direct Certification system, perform Direct Certification (SNAP, TANF, FDPIR, Foster) on student population for each school (site) and document the total directly certified "match" student count (including siblings/other household members) as of April 1, 2014
- Total count of foster child certified through means other than an application for each school (site) as of April 1, 2014
- Total certified homeless student count for each school (site) as of April 1, 2014
- Total count of Head Start, pre-K Even Start, certified migrant youth and runaways, and non applications approved by local officials count for each school (site) as of April 1, 2014.



*\*Students who are categorically eligible based on submission of a free and reduced price application are not included.*

### **Submission instructions**

- **Submit the *ADE Community Eligibility Provision Data Form* by fax or email to ADE on or before April 15, 2014**

FOR EMAIL SUBMISSION: Send an email to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov) with the CEP data reporting form file as an email attachment.

- Place the following information in the subject line of the email: (CEP documentation)

FOR FAX SUBMISSION: Print the spreadsheet so all data is viewable and send to ADE via fax at (602) 542-1531 with the subject CEP documentation and Attention: National School Lunch Program, Administrative Assistant.

Please contact your School Nutrition Programs Specialist for questions concerning CEP. Contact information can be found at the CNP Web homepage once you have logged into Common Logon. You may also call (602) 542-8700 or send an e-mail to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).

*This institution is an equal opportunity provider.*

